DEFINITION:

Under the close supervision of a staff or faculty employee, or an attendant supervisor, the student employee usually performs all or part of the following duties:

(a) Issues or assigns equipment in recreation or practice areas.
(b) Secures and monitors misuse of equipment in areas attended.
(c) Maintains attended areas clean and organized.
(d) Answers the telephone, makes reservations, directs visitors, and/or gives information in response to inquiries.
(e) Manages and performs minor repairs to equipment.
(f) Performs light clerical duties.

BASIC QUALIFICATIONS:

None. Student at this level will be trained in the performance of the above duties. This is to be an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year experience performing comparable duties.